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IOWA LIBRARY SOCIETY

A COURSE OF STUDY

SUITED TO THE NEEDS OF IOWA LIBRARIANS.

FIRST YEAR, 1895.

OFFICERS:

RESIDENT—J. W. RICH, Librarian State University, Iowa City.

SECRETARY—ELLA M. McLONEY, Librarian Public Library, Des Moines.

REASURER—HANNAH BABB, Librarian Public Library, Indianola.

3261

OUTLINE.

ACCESSION,--ACQUISITION.

SELECTION AND PURCHASE:

Selecting and buying books; Prices, discounts, importation; Trade and Publishers' catalogs; Relative number of volumes in each class.

ORDER DEPARTMENT:

Library handwriting, typewriting, correspondence, letter-book, letter-press, letter-file; Order book, order blanks; Donation book, acknowledgments.

MECHANICAL PREPARATION OF BOOKS:

Receiving books, checking bills and order list, collating; Cutting leaves, plating, pocketing, embossing, private marking, stamping, labeling; Accessioning.

CLASSIFICATION.

SYSTEMS:

Dewey, Cutter, Perkins classifications; Modifications and adaptations of each system; Cutter book, or author, number; Biscoe time number.

APPLICATIONS OF CLASSIFICATION:

Classification on shelves; in catalogs: i. e. Will you classify your books on the shelves, or only the catalog, or both? Also, will you arrange your books in each class in 1, 2, 3 order; or alphabetically by authors (see Cutter table) or chronologically (see Biscoe time numbers); or certain classes by one form and other classes by another form?

Close vs. broad classification: i. e. Will you attempt in all cases to use either Dewey or Cutter system to its minutest subdivision? If not, to what extent and in what classes?

Co-ordination of subjects: i. e. Does each scheme arrange its great classes so that the subjects follow in logical relations? If not, where could either be improved?

For all the above, study carefully the preface in each scheme, and the notes accompanying each class through the work. The special reference list on Classification following contains the names of a few catalogs and finding-lists which best illustrate the Dewey and Cutter systems applied in actual use.

SPECIAL REFERENCES, Continued.

ORDER DEPARTMENT.

THOSE MARKED * ARE ABSOLUTELY ESSENTIAL.

TITLE.	WHERE OBTAINABLE.	COST.
*Library handwriting,—no royal road; acquired only by constant practice. Samples sent from.....	{ Library School, Albany, N. Y. Pratt Institute, Brooklyn. Armour Institute, Chicago.	Return postage.
*Letter-book; Letter-press; *Letter-file. (Book serviceable for an order book; Press for mending books).	Library Bureau..... or Local Dealer.....	Varies according to style.
Order slips or blanks. (Send for sample blank; condense if you wish and adapt to local needs. Will serve also as a recommendation blank.).....	Library Bureau.....	\$1.80 per 5M.
Order book. (Some libraries substitute letter-book).....	Library Bureau.....	3.50
Donation book; Postal card forms for acknowledgements.....	Local dealer or printer.....	Local prices.

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GENERAL REFERENCES.

ABSOLUTELY NECESSARY THROUGHOUT ENTIRE COURSE OF STUDY.

TITLE.	WHERE OBTAINABLE.	COST.
Plummer's Hints to small libraries.....	Pratt Institute, Brooklyn.....	\$0 .25
Public library handbook: Ed. by J. C. Dana.....	{ .35 paper. { .65 cloth. { 1.00 morocco.	
Los Angeles Public Library, Annual report, 1892-93. (See pp. 29-37).....	Los Angeles Public Library.....	Return postage.
Catalog of Library Bureau. (Free to purchasers of stock).....	Library Bureau, 125 Franklin St., Chicago.	.25 To outsiders.
Library Journal (Including Literary News), monthly.....	R. R. Bowker, ed., 28 Elm St., N. Y.....	5.00
Library notes, quarterly.....	Melvil Dewey, ed., Albany, N. Y.....	1.00 yearly.
Library notes, vols. 1-3, paper.....	Library Bureau.....	4.00
Back volumes of Library Journal are of utmost value, not to say necessity, and are becoming scarcer each year.		
		\$10.85

SPECIAL REFERENCES AND SUPPLIES FOR THE COURSE OF 1895.

SELECTION AND PURCHASE.

THOSE MARKED * ARE ABSOLUTELY ESSENTIAL.

TITLE.	WHERE OBTAINABLE.	COST.
*Catalog of A. L. A. Model Library, 1893.....	U. S. Bureau of Education, Washington, D. C.....	Free.
American Catalog, 1876-90, 4 vol:— Books in print, 1876, 2 vol.,—o. p.....	Publishers' Weekly, 28 Elm St., N. Y. City.....	\$50.00 probably.
" " 1876-84—Scarce	" " ".....	25.00
" " 1884-90	" " ".....	15.00
Annual Supplement to Amer. Catalog.....	".....	3.50
(An excellent substitute for this is Publishers' Weekly. See below.)		
*Critic, weekly.....	Critic Co., N. Y. City.....	3.00 yearly.
*Dial, fortnightly.....	Dial Co., Chicago.....	2.00 "
*Literary World, fortnightly.....	Haines, Boston.....	2.00 "
Literary News. (Free with Lib. Jo'l. See general list).		
*Publishers' Weekly.....	Publishers' Weekly, 28 Elm St., N. Y. City.....	3.00 "
*Catalogs of leading American publishing houses.....		Free.
" " Most of our standard periodicals contain carefully selected lists of new publications, with critical comments.		
" " Trade catalogs and annals of English publications are not deemed essential for our small libraries at the outset, as most of the desirable foreign books are put out by the American branch agencies and appear in their catalogs; e. g., Macmillan, Longmans, Putnam, Lippincott, Stechert, Stelzer, etc.; and Ginn, Heath, etc., for classics.		

SPECIAL REFERENCES, Continued.

ORDER DEPARTMENT.

THOSE MARKED * ARE ABSOLUTELY ESSENTIAL.

TITLE.	WHERE OBTAINABLE.	COST.
*Library handwriting,—no royal road; acquired only by constant practice. Samples sent from.....	{ Library School, Albany, N. Y. { Pratt Institute, Brooklyn. { Armour Institute, Chicago.	Return postage.
*Letter-book; Letter-press; *Letter-file. (Book serviceable for an order book; Press for mending books).	Library Bureau..... or Local Dealer.	Varies according to style.
Order slips or blanks. (Send for sample blank; condense if you wish and adapt to local needs. Will serve also as a recommendation blank).....	Library Bureau.....	\$1.80 per 5M.
Order book. (Some libraries substitute letter-book).....	Library Bureau.....	3.50
Donation book: Postal card forms for acknowledgements.....	Local dealer or printer.	Local prices.

SPECIAL REFERENCES, Continued.

MECHANICAL PREPARATION OF BOOKS.

THOSE MARKED * ARE ABSOLUTELY ESSENTIAL.

TITLE.	WHERE OBTAINABLE.	COST.
*Blue pencil; *Paper knife.....	Local dealer.....	\$0.25
*Lead pencils—(King's office, No. 3).....	Library Bureau.....	.50 per doz.
*Pens—(King's Nonpareil No. 5).....	Library Bureau.....	1.00 per gross.
*Inks—(Carter's black writing fluid and carmine ink or Higgins' eternal ink and carmine ink).....	Library Bureau.....	.35 & .75 per pt
*White shellac, ammonia, alcohol, brusbes.....	Local dealer.....	.75
*Higgins' drawing-board mucilage.....	Library Bureau.....	.50 14 oz. jar.
*Book-plates, 5M. (Secure samples from other libraries). Book-pockets, (Acme printed), 5M.....	Local printer.....	6.50 nearly.
Labels, (Dennison's ungummed), 10M.....	Library Bureau.....	3.20
	Library Bureau.....	4.50
Embossing stamp; *rubber stamp.....	" " or Local Dealer.....	Varies according to style.
	Library Bureau.....	.25
*Cole size card.....	Library Bureau.....	
*Accessions book, containing printed rules. Standard A. L. A., 5,000 lines; or	Library Bureau.....	8.00 or 5.00
" " Condensed.....	Library Bureau.....	

SPECIAL REFERENCES, Continued.

CLASSIFICATION.

THOSE MARKED * ARE ABSOLUTELY ESSENTIAL

TITLE.	WHERE OBTAINABLE.	COST.
*Dewey's Decimal Classification. Ed. of 1891. (Flex. leather).....	Library Bureau.....	\$5.00
*Cutter's Expansive Classification. (Flex. leather).....	Library Bureau.....	5.00
Perkins' manual and classification combined (paper).....	Library Bureau.....	1.00
It is essential to purchase only one of the above named schemes, that one which you intend to use in your library; but you are advised to secure all of them for comparative study, if possible.		
*Cutter decimal author table.....	Library Bureau.....	1.25
Supplement to above, containing revised and enlarged table for the vowels and S's. (Desirable, but not positively essential).....	Library Bureau.....	1.25
Bischoe time number table. (For explanation of this and of Cutter author tables, see Library notes, Vol. 3, No. 11).....	See general reference list on page 1.	
The above lists have been carefully pruned of all references and supplies not extremely desirable, to any library, large or small. To the larger libraries in our state the entire list is positively necessary, but to the smaller village libraries, only that portion marked * need be purchased at the outset.		

CATALOGS AND FINDING-LISTS ILLUSTRATING EACH SYSTEM.

TITLE.	WHERE OBTAINABLE.	COST.
DEWEY.		
Fitchburg, Mass.—Public Library. Catalog..... 2 supp.....	P. C. Rice, L'n. "	\$1.00 .25 .40 postage.
Newark, N. J.—Public Library, Finding-list and supp..... Free to libraries.	F. P. Hill, L'n. "18 "
Wilkesbarre, Penn.—Osterhout Free Library. Catalog.....	Hannah P. James, L'n.....	2.00
Salem, Mass.—Public Library—Finding-list and 6 supp..... Free to libraries.	G. M. Jones, L'n. "21 "
CUTTER.		
Everett, Mass.—Public Library. Catalog.....	Priscilla F. Hague, L'n.....	.25
Medford, Mass.—Public Library. Finding-list and supp..... Free to libraries.	M. E. Sargent, L'n. "05 "
Marshalltown, Iowa.—Marshall County Library. Catalog..... Free to libraries.	Mrs. M. P. Scheeler, L'n. "03 "
NOTE.—It has been impossible to obtain a more complete list for the Cutter system, even from headquarters.		
The catalog of the A. L. A. Model Library is an excellent illustration of both systems.....	(See General Reference List.)	

CATALOGS AND FINDING-LISTS ILLUSTRATING EACH SYSTEM.

TITLE.	WHERE OBTAINABLE.	COST.
DEWEY.		
Fitchburg, Mass.—Public Library. Catalog.....	P. C. Rice, L'n.	\$1.00
2 supp.....	"	.25
		{ .40 postage.
Newark, N. J.—Public Library, Finding-list and supp.....	F. P. Hill, L'n.	
Wilkesbarre, Penn.—Osterhout Free Library. Catalog.....	"	.18
Salem, Mass.—Public Library—Finding-list and 6 supp.....	Hannah P. James, L'n.	2.00
Free to libraries.	G. M. Jones, L'n.	
CUTTER.		
Everett, Mass.—Public Library. Catalog.....	Priscilla F. Hague, L'n.	.25
Medford, Mass.—Public Library. Finding-list and supp.....	M. E. Sargent, L'n.	{ .05
Free to libraries.		"
Marshalltown, Iowa.—Marshall County Library. Catalog.....	Mrs. M. P. Scheeler, L'n.	.03
Free to libraries.		
NOTE.—It has been impossible to obtain a more complete list for		
the Cutter system, even from headquarters.		
The catalog of the A. L. A. Model Library is an excellent illustration		
of both systems.....		.02
		"
		(See General Reference List.)

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